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MANAGEMENT AUDIT REPORT
of the
DEPARTMENT OF RECREATION AND PARKS
AFFIRMATIVE ACTION PROGRAM

no slip

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by

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[LA. Dept of parks + rec]
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September, 1975

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Department of Recreation and Parks
AFFIRMATIVE ACTION PROGRAM

The Affirmative Action Program for the Department of Recreation and Parks was approved by the Personnel Department in April, 1974. There are quantitative and qualitative goals. The quantitative goals are established at the beginning of each fiscal year for a five-year period. The qualitative goals are the Department's action plans to achieve the quantitative goals. Representatives of the Personnel Department meet on a quarterly basis with Recreation and Parks Department personnel to review progress in attaining goals. In addition, the Department of Recreation and Parks prepares semi-annual progress reports.

The Department is making a serious and aggressive effort with respect to its Affirmative Action Program. Qualitative accomplishments have been significant, and plans for the remainder of 1975 are ambitious.

Accomplishments through June 30, 1975, included:

- a. Providing upward mobility training in supervision, oral communications, and human relations to 131 Department employees to increase their promotability.
- b. Reviewing all proposed bulletins for positions within the Department to assess the impact of the qualifications and selection procedures on the Department's affirmative action goals.
- c. Conducting a program for 29 management-level employees to increase their awareness of various cultural and socioeconomic factors.
- d. Providing every employee an opportunity to participate in an open selection process to form a new Advisory Affirmative Action Committee.
- e. Developing written material on affirmative action for regular distribution during the affirmative action segment of the Department Orientation Program for new employees.

- f. Establishing a training class in gardening and horticulture to provide opportunities for Service/Maintenance employees, many of whom were hired on emergency appointments in CETA-funded positions, to successfully compete in the civil service examination for Gardener Caretaker.
- g. Using Recreation Assistant and Occupational Trainee positions to prepare minorities for Recreation Leader positions.


Affirmative Action plans for the period July 1 through December 31, 1975, include:

- a. Completing the reorganization of the Advisory Affirmative Committee by September 30, 1975.
- b. Revising the Affirmative Action Program, renewing goals and priorities, by December 30, 1975.
- c. Developing a Department bilingual certification request procedure by September 30, 1975.
- d. Adopting a Department policy and procedure for investigating complaints of discrimination submitted by employees by October 30, 1975.
- f. Establishing a schedule for staff to meet with Branch and Division heads to review affirmative action programs as they relate to each Division by October 15, 1975.

The Department's current quantitative affirmative action goals are based upon the instructions of the Personnel Department to the effect that:

- a. Five-year goals in each occupational category reflect the composition of the total civilian labor force, except where they are unattainable.
- b. Representation of minorities and women not be decreased where it exceeds the composition of the total civilian labor force.
- c. Positions added as a result of the CETA program be included in the program for the full five-year period.
- d. Part-time positions not be included in the program.

Representation of minorities in many categories nearly equals or exceeds the composition of the total civilian labor force. However, the lack of data has made evaluation of some elements of the



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plan difficult. The turnover rates for Departmental personnel by occupational category and the availability of minorities and women by occupational category have not been determined. For example, we cannot determine how realistic the Department's goals are in certain occupational categories, such as technician, where representation of certain minorities is low.

Recommendation

It is recommended that the General Manager update the quantitative affirmative plan utilizing data relating to the turnover and availability of women and minorities by occupational category.

**CITY OF LOS ANGELES
RECREATION AND PARKS DEPARTMENT
QUANTITATIVE AFFIRMATIVE ACTION GOALS**

Occupational Category	No. of Authorized Positions or No. Employed	GOALS ** 1974-75		Employees as of 6-30-75		GOALS 1975-76		GOALS 1976-77		GOALS 1977-78		GOALS 1978-79		GOALS 1979-80		% of Change in Representation
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
OFFICIALS/ADMIN.	10															
Blacks		0	0.0	0	0.0	0	0.0	0	0.0	1	10.0	1	10.0	1	10.0	+10.0
Spanish-Surnamed		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	10.0	+10.0
Asian Americans		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	10.0	+10.0
American Indians		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.0
Women		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	10.0	+10.0
PROFESSIONAL	333															
Blacks		66	21.0	66	19.8	66	19.8	66	19.8	66	19.8	66	19.8	66	19.8	0.0
Spanish-Surnamed		22	7.0	24	7.2	26	7.8	28	8.4	30	9.0	34	10.2	38	11.4	+ 4.2
Asian Americans		12	4.0	17	5.1	17	5.1	17	5.1	17	5.1	17	5.1	17	5.1	0.0
American Indians		0	0.0	0	0.0	0	0.0	1	.3	2	.6	2	.6	2	.6	+.6
Women		99	32.0	102	30.6	106	31.8	109	32.7	113	33.9	116	34.8	120	36.0	+5.4
TECHNICIAN	35															
Blacks		0	0.0	1	2.9	1	2.9	1	2.9	2	5.7	2	5.7	3	8.6	+5.7
Spanish-Surnamed		1	4.0	3	8.6	3	8.6	3	8.6	3	8.6	4	11.4	5	14.2	+5.6
Asian Americans		1	4.0	1	2.9	1	2.9	2	5.7	2	5.7	2	5.7	2	5.7	+2.8
American Indians		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	2.9	+2.9
Women		3	16.0	3	8.6	3	8.6	3	8.6	4	11.4	4	11.4	4	11.4	+2.8
PROTECTIVE SERVICES	24															
Blacks		10	48.0	12	50.0	12	50.0	12	50.0	12	50.0	12	50.0	12	50.0	+0.0
Spanish-Surnamed		2	12.0	1	4.2	2	8.3	3	12.5	3	12.5	4	16.6	4	16.6	+12.4
Asian Americans		0	0.0	0	0.0	0	0.0	0	0.0	1	4.2	1	4.2	1	4.2	+ 4.2
American Indians		0	0.0	0	0.0	0	0.0	0	0.0	1	4.2	1	4.2	1	4.2	+ 4.2
Women		0	0.0	0	0.0	0	0.0	0	0.0	1	4.2	1	4.2	1	4.2	+ 4.2

Occupational Category	No. of Authorized Positions or No. Employed	GOALS **		Employees as of 6-30-75		GOALS 1975-76		GOALS 1976-77		GOALS 1977-78		GOALS 1978-79		GOALS 1979-80		% of Change in Representation
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
PARAPROFESSIONAL	313															
Blacks		20	36.0	122	39.0	122	39.0	122	39.0	122	39.0	122	39.0	122	39.0	0.0
Spanish-Surnamed		8	13.0	39	12.5	43	13.7	48	15.3	50	16.0	60	19.0	75	24.0	+11.5
Asian Americans		2	3.0	13	4.2	14	4.5	15	4.8	16	5.1	16	5.1	16	5.1	+ .9
American Indians		0	0.0	1	.3	1	.3	1	.3	2	.6	2	.6	3	1.0	+ .7
Women		30	50.0	136	43.5	136	43.5	136	43.5	136	43.5	136	43.5	136	43.5	0.0
OFFICE/CLERICAL	176															
Blacks		31	19.0	47	26.7	47	26.7	47	26.7	47	26.7	47	26.7	47	26.7	0.0
Spanish-Surnamed		25	16.0	23	13.1	25	14.2	26	14.8	27	15.3	28	15.9	29	16.5	+3.4
Asian Americans		11	8.0	15	8.5	15	8.5	15	8.5	15	8.5	15	8.5	15	8.5	0.0
American Indian ³		0	0.0	0	0.0	0	0.0	0	0.0	1	.6	2	1.2	2	1.2	+1.2
Women		139	72.7	150	85.2	150	85.2	150	85.2	150	85.2	150	85.2	150	85.2	0.0
SKILLED CRAFT	277															
Blacks		111	36.0	73	26.4	73	26.4	73	26.4	73	26.4	73	26.4	73	26.4	0.0
Spanish-Surnamed		40	14.0	34	12.0	36	13.0	39	14.1	41	14.8	43	15.5	46	16.6	+4.6
Asian Americans		10	3.0	5	2.0	6	2.2	7	2.5	8	2.9	10	3.6	11	4.0	+2.0
American Indians		0	0.0	0	0.0	1	.3	1	.3	2	.7	2	.7	3	1.1	+1.1
Women		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	.3	2	.7	+ .7
SERVICE/MAINTENANCE	1781															
Blacks		404	40.0	630	35.4	630	35.4	630	35.4	630	35.4	630	35.4	630	35.4	0.0
Spanish-Surnamed		185	18.0	513	28.8	513	28.8	513	28.8	513	28.8	513	28.8	513	28.8	0.0
Asian Americans		50	4.5	75	4.2	75	4.2	77	4.3	79	4.4	81	4.5	83	4.6	+ .4
American Indians		5	.5	9	.5	9	.5	10	.6	11	.6	11	.6	12	.7	+ .2
Women		30	3.0	51	2.7	53	3.0	60	3.4	66	3.7	75	4.2	85	4.8	+2.1

**1974-75 Goals based on estimated number of employees as listed below:

Officials/Admin. 7
 Professional 308
 Technician 26
 Protective Serv. 21
 Paraprofessional 56
 Office/Clerical 153
 Skilled Craft 315
 Serv./Maintenance 1001

NGS - DENOTES NO GOAL SET

* indicate increase, decrease or no change

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